CALL FOR PROPOSAL (CFP)

CFP No. 01/2018

Section 1 – CFP letter

UN Women plans to engage an Implementing Partner/Responsible Party as defined in accordance with these documents. UN Women now invites sealed proposals from qualified proponents for providing the requirements as defined in the UN Women Terms of Reference.

Proposals must be received by UN Women at the address specified not later than 3 pm EAT, April 9th, 2018

This UN Women Call for Proposals (CFPs) consists of four sections and a series of annexes that will be completed by proponents and returned with their proposal:

CFP section 1: CFP letter (this document)
CFP section 2: Call for Proposals (CFPs) Instructions
Annex B1-2: Mandatory requirements/pre-qualification criteria
Annex C2-1: Capacity Assessment Document Checklist
Annex D: UN Women Terms of Reference

In addition to the Proposal, the CFP forms to be returned (mandatory):
Annex B1-2   Mandatory requirements/pre-qualification criteria
Annex C2-1   Capacity Assessment Document Checklist

Interested proponents may seek clarifications by contacting this email address: procurement.esa@unwomen.org

Call for Proposal Instructions

Mandatory requirements/pre-qualification criteria

To be considered, proponents must meet all the all mandatory requirements/pre-qualification criteria described in **Annex B2-1A** in pg. 7 below. UN WOMEN reserves the right to verify any information contained in proponent's response or to request additional information after the proposal is received. Incomplete or inadequate responses, lack of response or misrepresentation in responding to any questions will result in disqualification.

Component 1: Organizational Background and Capacity to implement activities to achieve planned results (max 1.5 pages)

This section should provide an overview that clearly demonstrates that the proposing organization has the capacity and commitment to implement successfully the proposed activities and produce results. Key elements to be covered in this section include:

1. Nature of the proposing organization – Is it a community-based organization, national or sub-national NGO, research or training institution, etc.?
2. Overall mission, purpose, and core programmes/services of the organization
3. Target population groups (women, indigenous peoples, youth, etc.)
4. Organizational approach (philosophy) - how does the organization deliver its projects, e.g., gender-sensitive, rights-based, etc.
5. Length of existence and relevant experience
6. Overview of organizational capacity relevant to the proposed engagement with UN Women (e.g. technical, governance and management, financial and administrative management - as per **Annex C2-1 – Capacity Assessment Checklist** (see pgs.8-9 below)
Proponents are requested to provide the relevant supporting documentation in support of the same.

Component 2: Expected Results and Indicators (max 1.5 pages)

This section should articulate the proponent's understanding of the UN Women Terms of Reference (TOR). It should contain a clear and specific statement of what the proposal will accomplish in relation to the UN Women TOR provided in Annex D below (pgs. 10-14 below). This should include:

- The **problem statement** or challenges to be addressed given the context described in the TOR.
- The specific **results** expected (e.g. outputs) through engagement of the proponent. The expected results are the measurable changes which will have occurred by the end of the planned intervention. If not provided in the TOR, the expected results should have corresponding indicators, baselines and targets.   Propose specific and measurable indicators which will form the basis for monitoring and evaluation. These indicators will be refined, and will form an important part of the agreement between the proposing organization and UN Women.

Component 3: Description of the Technical Approach and Activities (max 2.5 pages)

This section should describe the technical approach and should be able to show the soundness and adequacy of the proposed approach, what will actually be done to produce the expected results in terms of

activities. There should be a clear and direct linkage between the activities and the results at least at the output level. Specific strategies should also be described to support the achievement of results, such as building partnerships, etc.

Implementation Plan

Project No:		Project Name:													
	Name of Proponent Organization:														
	Brief description of Project														
							Project Start and End Dates:								
	Brief Description of Specific Results (e.g., Outputs) with corresponding indicators, baselines and targets. Repeat for each result														
List the activities necessary to produce the results Indicate who is responsible for each activity.			Duration of Activity in Months (or Quarters)												
Activity	Responsible	1	2	3	4	5	6	7	8	9	10	11	12		
1.1															
1.2															
1.3															
1.4															

Activity descriptions should be as specific as necessary, identifying **what** will be done, **who** will do it, **when** it will be done (beginning, duration, completion), and **where** it will be done. In describing the activities, an indication should be made regarding the organizations and individuals involved in or benefiting from the activity.

This narrative is to be complemented by a tabular presentation that will serve as Implementation Plan, as described in Component 4

Component 4: Implementation Plan (max 1.5 pages)

This section is presented in tabular form and can be attached as an Annex (see pg. 4 below). It should indicate the **sequence of all major activities and timeframe (duration).** Provide as much detail as necessary. The Implementation Plan should show a logical flow of activities. Please include in the Implementation Plan all required milestone reports and monitoring reviews.

Monitoring and Evaluation Plan (max. 1 page)

This section should contain an explanation of the plan for monitoring and evaluating the activities, both during its implementation (formative) and at completion (summative). Key elements to be included are:

- How the performance of the activities will be tracked in terms of achievement of the steps and milestones set forth in the Implementation Plan
- How any mid-course correction and adjustment of the design and plans will be facilitated on the basis of feedback received
- How the participation of community members in the monitoring and evaluation processes will be achieved

Component 5: Risks to Successful Implementation (1 page)

Identify and list any major risk factors that could result in the activities not producing the expected results. These should include both internal factors (for example, the technology involved fails to work as projected) and external factors (for example, significant currency fluctuations resulting into changes in the economics of the activity). Describe how such risks are to be mitigated.

Include in this section also the key **assumptions** on which the activity plan is based on. In this case, the assumptions are mostly related to external factors (for example, government environmental policy remaining stable) which are anticipated in planning, and on which the feasibility of the activities depend

Component 6: Results-Based Budget (max. 1.5 pages)

The development and management of a realistic budget is an important part of developing and implementing successful activities. Careful attention to issues of financial management and integrity will enhance the effectiveness and impact. The following important principles should be kept in mind in preparing a project budget:

- Include only costs which directly relate to efficiently carrying out the activities and producing the results which are set forth in the proposal. Other associated costs should be funded from other sources.
- The budget should be realistic. Find out what planned activities will actually cost, and do not assume that you will be able to make do for less.
- The budget should include all costs associated with managing and administering the activity. Particularly include the cost of monitoring and evaluation.
- Indirect costs, or administrative overhead costs, such as staff salaries and office rent are not funded. These therefore should not be part of the funding request.
- The budget line items are general categories intended to assist in thinking through where money will be spent. If a planned expenditure does not appear to fit in any of the standard line item categories, list the item under other costs, and state what the money is to be used for.
- The figures contained in the Budget Sheet should agree with those on the proposal header and text.

OUTCOME 1.2: More and better-quality data and statistics are available to promote and track the progress of gender equality and women's empowerment					
Output 1.2.2: Strengthened regional partnerships to promote national reporting on Leave No One Behind (LNOB) categories	Indicators: **UN Women ESARO Indicator 1.2.2A:** Number of regional partnerships established with support from ESARO to strengthen regional statistics and reporting mechanisms, and to advance monitoring on the SDGs	Baselines **Value:** 1 regional partnership **Year:** 2017	Targets **Targets:** **Value:** 2 **Year:** 2018 **Value:** 3 **Year:** 2019 **Value:** 4 **Year:** 2020 **Value:** 4 **Year:** 2021	Means of verification **Source:** RO monitoring data	Risks & Assumptions
Activities (please insert rows as appropriate)					

Expenditure category	Year 1, [local currency]	Total, [local currency	US$	% Total
1. Personnel				
2. Equipment / Materials				
3. Training / Seminars / Travel Workshops				
4. Service Contracts (if any)				

5. Other costs[1]			
6. Incidentals			
7. Other support requested			
8. Contingency (max. 5%)			
Total Cost for Output 1.2.2:			

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[1] "Other costs" refers to any other costs that is not listed in the Results-Based Budget. Please specify in the footnote what they are:_____

ANNEX B2-1

Description of Services: Partnership on Citizen generated data for monitoring and implementation of Sustainable Development Goals in Eastern and Southern Africa

CFP No. 01/2018

Mandatory requirements/pre-qualification criteria

Proponents are requested to complete this form and return it as part of their submission. Proponents will receive a pass/fail rating on this section. To be considered, proponents must meet all the mandatory criteria described below. All questions should be answered on this form or an exact duplicate thereof. UN WOMEN reserves the right to verify any information contained in proponent's response or to request additional information after the proposal is received. Incomplete or inadequate responses, lack of response or misrepresentation in responding to any questions will result in disqualification.

Mandatory requirements/pre-qualification criteria	Proponent's response
1.1. Confirm that the services being requested are part of the key services that the proponent has been performing as an organization. This must be supported by a list of at least two customer references for which similar service is currently or has been provided by the proponent.	Reference #1: Reference #2:
1.2. Confirm proponent is duly registered or has the legal basis/mandate as an organization	Yes/No
1.3. Confirm proponent as an organization has been in operation for at least five (5) years	Yes/No
1.4. Confirm proponent has a permanent office within the location area.	Yes/No
1.5. Proponent must agree to a site visit at a customer location in the location or area with a similar scope of work as the one described in this CFP.	Yes/No
1.6. Confirm that proponent has not been the subject of a finding of fraud or any other relevant misconduct following an investigation conducted by UN Women or another United Nations entity. The Proponent must indicate if it is currently under investigation for fraud or any other relevant misconduct by UN Women or another United Nations entity and provide details of any such investigation	Yes/No
1.7. Confirm that proponent has not been placed on any relevant sanctions list including as a minimum the Consolidated United Nations Security Council Sanctions List(s)	Yes/No

ANNEX C2-1
Capacity Assessment Document Checklist

For Potential Implementing Partners/Responsible Parties

Proponents are requested to provide supporting documents in line with the checklist below, as a part of your proposal submission to email indicated in the Annex D (Terms of Reference)

Governance, Management and Technical

Document	Mandatory / Optional	Yes / No
Legal registration	Mandatory	
Rules of Governance / Statues of the organization	Mandatory	
Organigram of the organization	Mandatory	
List of Key management	Mandatory	
CVs of Key Staff proposed for the engagement with UN Women	Mandatory	

Administration and Finance

Document	Mandatory / Optional	Yes / No
Administrative and Financial Rules of the organization	Mandatory	
Internal Control Framework	Mandatory	
Audited Statements of last 3 years	Mandatory	
Anti-Fraud Policy Framework	Mandatory	
List of Banks		
Name of External Auditors		

Procurement

Document	Mandatory / Optional	Yes / No

Procurement Manual	Mandatory	
Procurement Code of Conduct		
List of main suppliers / vendors		

Client Relationship

Document	Mandatory / Optional	Yes / No
List of main clients / donors	Mandatory	
Two references	Mandatory	
Past reports to clients / donors for last 3 years		

ANNEX D

Terms of Reference

**Citizen generated data for monitoring and implementation of Sustainable Development Goals
in Eastern and Southern Africa**

Improving the production, availability and accessibility of quality gender statistics is indispensable for monitoring and generating evidence that can inform policy actions and investment. However, the effectiveness and pace of progress to achieve the gender-related targets in the SDGs will very much depend on the level of disaggregation and the extent stakeholders, including civil society (and citizens), are involved in the data production process and are capacitated to use the data. Despite the existence of regular censuses and surveys conducted by NSOs to inform the data needs, there are huge gaps in obtaining data for gender related indicators in the SGDs. This can and should be complemented by alternative data sources.

In line with the global UN Women Flagship Programme on gender statistics "Making every Women and Girl Count" and current Strategic note 2018-2021 of the UN Women East and Southern Africa Regional Office (ESARO), ESARO is planning to establish partnership with non-state actors to work with civil society organizations, NGOs and other development actors to monitor SDG implementation in Eastern and Southern Africa to complement existing national gender statistics and improve results and policy responses. The programme as a result of the partnership is expected to:
(i) provide citizen generated data to compliment national statistics and reporting mechanisms to advance monitoring on the SDGs and enhance accountability on gender-related indicators
(ii) Facilitate the direct involvement of women and young women in particular in improved monitoring and delivery of development results for empowerment of women and girls by ensuring their contribution to complementing official data sources on gender-related indicators of the SDGs

The initiative will be conducted in countries in East Africa.

The assignment will include 1) citizen data generation and collection 2) data analysis and dissemination 3) training of relevant stakeholders on data collection methodology 4) engagement with national and regional stakeholders to inform and improve SDG monitoring processes in Eastern and Southern Africa and 5) involvement of young women in the process of data collection

UN Women seeks Proposals from qualified civil society organizations and NGOs, to implement a programme as described in this term of reference. The assignment will commence in April 2018 with a programme duration of one calendar year.

Background

In September 2015, the United Nations General Assembly adopted, by consensus, Resolution 70/1: Transforming our world: the 2030 Agenda for Sustainable Development. The Resolution states that "realizing gender equality and the empowerment of women and girls will make a crucial contribution to progress". The prioritization of gender equality and women's rights is reflected in a cross-cutting manner throughout the 2030 Agenda, including the declaration, its goals, targets and indicators, means of implementation and follow-up and review.

The Sustainable Development Goals (SDGs) represent a significant step forward from the Millennium Development Goals (MDGs), covering for the first time, core areas on women's rights, including a commitment to eliminate all forms of violence against women and girls, to eradicate discriminatory laws and constraints on sexual and reproductive health and reproductive rights, to recognize and value unpaid care and domestic work and to increase women's participation in decision-making.

The historic and unprecedented ambition set out in this Agenda must be matched by an equally ambitious drive to ensure its implementation. This will require an adequately resourced and authoritative monitoring and accountability framework. Robust indicators and quality data are of critical importance and will determine whether the goals and targets are achieved or missed. Building integrated information systems that address gender equality in all its dimensions will provide a credible evidence base that can inform policies and catalyze actions.

. Providing credible evidence on progress in gender equality in implementing the SDGs requires close attention to the implementation and tracking of desired gender outcomes. One of the key challenges that constrain evidence based implementation and monitoring of gender equality and the empowerment of all women and girls at the national level is the lack of adequate gender-sensitive data, including data disaggregated by sex, age and other relevant characteristics in national contexts.

The Inter-agency and Expert Group on SDG Indicators (IAEG-SDGs), identified a robust set of 230 unique indicators to monitor progress in achieving the SDGs. Overall, a quarter of these indicators explicitly or implicitly address gender equality including the 14 indicators under SDG5. Of these 14 indicators, there are only three (referred to as Tier I indicators) for which internationally accepted standards for measurement exist and for which data are regularly collected by most countries. Of the remaining 11 indicators (referred to as Tier II indicators), five have internationally accepted standards but data collection by most countries is largely irregular. And for the remaining six (referred to as Tier III indicators), international standards do not yet exist

and most countries do not regularly collect the data. Of the 230 unique global SDG indicators, currently 53 (23 per cent) make explicit reference to women, girls, gender or sex.

Rationale for partnership on citizen-generated data

Both governments and civil society organizations have an opportunity, as well as a responsibility, to ensure the SDGs spur the transformational changes that are required to tackle global development challenges but also leverage the exciting opportunities. One concrete way they can do this is by harnessing citizen- generated data to monitor, promote and drive SDG progress. Therefore, in line with UN Women Flagship Programme on gender statistics "Making every Women and Girl Count" and the current UN Women East and Southern Africa Regional Office (ESARO) Strategic Note for 2018-2021 which prioritizes gender statistics, a partnership to work with civil society organizations and NGOs to monitor SDG implementation in Eastern and Southern Africa to advance existing national gender statistics, improve results and policy responses is imperative.

Civil society organizations are integral to this partnership as they are providing alternative approaches and perspectives to data generation and use which can complement the work of governments to provide a complete and more detailed picture of progress towards achievement of SDGs.

Citizen-generated data is providing insights into citizens perspectives in alignment with "leaving no one behind" in the implementation of the SDGs. The potential of CGD to complement official data sources by providing timely data disaggregated by sex, age and other relevant characteristics is recognized by UN Women as significant. Such data could potentially play a role as a monitoring tool in the sustainable development framework, qualitatively identifying and explaining SDG achievements.

It is envisaged the partnership on citizen generated data will support strategic result of UN Women to ensure availability of more and better-quality data and statistics to promote and track the progress of gender equality and women's empowerment.

Objective

The overall objective of the initiative is to enhance and complement existing sources of gender statistics through citizen generated data and engage with stakeholders on national and regional levels on the effective utilization of this data to drive policy change and improved monitoring and of the implementation of the SDGs with a focus on indicators related to gender equality.

The Assignment

UN Women Regional Advisor for Climate Smart Agriculture in Regional office for Eastern and Southern Africa will be the focal point for the engagement with the Partner. Other units in UN Women Regional Office and/or relevant country offices will provide technical support as deemed necessary. The initiative should cover 3 countries in Eastern, where UN Women has its physical presence in a form of full-fledged office. These 3 countries will also be those that are pathfinder countries implementing the UN Women global flagship program on 'making every women and girl count'

Specifically, the Partner will be tasked with the following:

1. To develop a methodology for generating citizen data on gender-related indicators of the SDGs
2. Collect, analyze and disseminate data in line with the proposed methodology
3. Train relevant representatives of the civil society and young girls on the developed data collection methodology to ensure continuity and sustainability of data collection process
4. Engage with relevant civil society representatives to participate in national review processes to drive policy discussions and change based on the produced data and its analysis
5. Engage with regional civil society organizations to promote monitoring and review processes to improve implementation of the SDGs using citizen generated data

Outputs

Key outputs for the partnership are:

- Inception report outlining data collection methodology
- Data collection tools approved in collaboration with UN Women
- Coordination with relevant partners and stakeholders
- Data analyzed and disseminated in collaboration with UN Women
- Key stakeholders from civil society are trained on the data collection methodologies to increase local capacity to produce citizen generated data and promote sustainability of citizen generated data and its utilization
- Citizen-generated data informs the African SDG monitoring and review processes with engagement of relevant regional stakeholders
- Engage relevant representatives from the civil society to participate in national review processes
- Young women are playing an active role in the collection of CGD

Required Education and Competences

The team should have members with the following experience;

1. Proven and demonstrable relevant experience of not less than 7 years, including demonstrable experience in gender equality programming and research and surveys for the lead researcher;
2. Demonstrated (previous) experience in carrying out regional/continental projects
3. A Postgraduate degree in statistics, development studies, international relations, political science, demography, policy and data analysis, social science or other related field;
4. Conversant with quantitative and qualitative methods of data generation and analysis
5. Understanding of UN, including development issues;
6. Ability to be flexible and respond to changes to the proposal as part of the review and feedback
Process
7. Demonstrated ability to meet deadlines and work under pressure;
8. Strong interpersonal and communication skills;
9. Can work independently and as part of a team;
10. Results-oriented;
11. Excellent analytical skills
12. Strong interpersonal skills, able to communicate and work with diverse people at regional and country office level

Time-frame

The initiative will be on-gong over a one-year period: from April 2018 to April 2019

Application Procedure

- Interested and qualified organizations should send their Proposals in the required format as per Call for Proposal Instructions to procurement.bids@unwomen.org no later than 3 pm EAT 9th April 2018
UN Women shall not be responsible for any delays caused by network problems, etc. It is the sole responsibility of proponents to ensure that their proposal is received by UN Women in the dedicated inbox on or before the prescribed CFP deadline.
- Clarifications to CFP should be addressed via procurement.esa@unwomen.org no later than 4th April 2018
- Incomplete applications or/and applications received after the closing date will not be given consideration